

Issued November 17, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

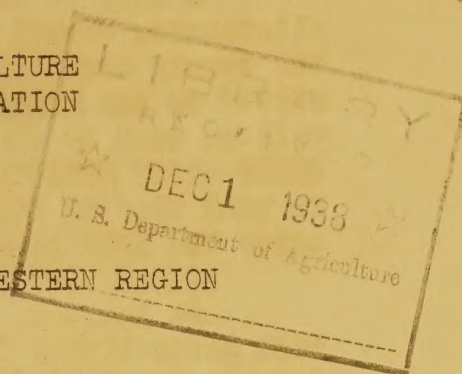
COUNTY AND COMMUNITY COMMITTEE PROCEDURE

The following instructions to county and community committees are issued pursuant to the provisions of the 1939 Agricultural Conservation Program.

One of the important jobs for the county and community committees will be to conduct the general educational meetings, as previously outlined. Another job of equal importance will be to establish farm acreage allotments, normal yields, and productivity indexes, and to work out individual farm plans.

The State Committee will furnish to the county committee the acreage allotments and average normal yields for the county. It will be the responsibility of the county committee to establish the farm acreage allotments, normal yields, and productivity indexes, in accordance with the provisions of the 1939 Agricultural Conservation Program Bulletin. The State Committee will transmit to the county committee, along with the acreage allotments, a copy of the paragraphs from the 1939 Agricultural Conservation Program Bulletin pertaining to the determination of farm acreage allotments, normal yields, and productivity indexes. The county committee will instruct the clerks in the county office in regard to methods to be followed in carrying out the instructions which will be issued by the State Office.

When the farm acreage allotments, normal yields, and productivity indexes have been calculated and brought within the county limits, they will be copied on the 1939 county listing sheet, which will contain only the data which are required for checking in the State Office. This listing sheet will be of such a size as can be filled out on a typewriter. Three copies of the listing sheet will be prepared -- the original and two copies. The original will be signed by the county committee and be transmitted to the State Office for checking. After the State Office has checked the determinations of the county committee, the county office will be notified and the allotments should be posted so as to make the information available to the public.



A copy of the listing sheet showing the individual farm acreage allotments, normal yields, and productivity indexes, as established by the county committee and checked by the State Office, will be transmitted to the community committeemen. The data on this listing sheet will be used by the community committeemen in filling out the "ESTIMATE SHEET--1939 AGRICULTURAL CONSERVATION PROGRAM". These same data will be used also in filling out applications for payment and for auditing under the 1939 program.

An Estimate Sheet, giving specific information in regard to the 1939 Agricultural Conservation Program, should be filled out for every farm in cooperation with the farm operator. To be of value, this Estimate Sheet must be filled out as soon as possible. County committees should train their office clerks and community committeemen as to the details of the 1939 Agricultural Conservation Program which are necessary for properly filling out the Estimate Sheet. Teams of well-trained clerks and committeemen can then conduct a series of meetings for the purpose of filling out the Estimate Sheet for each farm. The Estimate Sheet should be filled out in duplicate, the original to be given to the farm operator and the carbon to be kept in the county office files. An Estimate Sheet should be filled out for each separately owned tract of land, because, in most cases, an allotment will have been determined for each tract. Proper consideration can then be given to cases where two or more separately owned tracts of land are operated as a single farming unit. In those cases where the allotments have been determined for the farms, as operated in 1938, the Estimate Sheet will be filled out on this basis.

Each community or township team should be furnished with an alphabetical tabulation of all farms in their community, showing the following information for each farm: Work sheet No.; farm land; restoration land designated in 1938; total acres of cropland; total soil-depleting acreage allotment; any special allotments; productivity index; farm yield for special crops; carrying capacity of non-crop pasture land; and other necessary data.

With this information to work from, the clerk or committeeman will be able to fill in the blanks on the Sheet closely enough to give the farmer a pretty good idea as to how much money he can earn if he fully complies with the Program. The 1939 seeding plans can then be recorded on the Estimate Sheet, on the basis of information given by the farm operator. If these seeding plans do not fit in exactly with the allotments established for the farm, the operator can be told as to about how much will be deducted from his possible payment.

County committeemen should urge all farm operators to attend community meetings or come to the county office, to have Estimate

Sheets filled out for their farms in advance of planting time. The time spent in study of the detailed provisions of the Program at community meetings should be held down to a minimum. At the meetings and in personal contacts with farmers, the main emphasis should be placed upon making out farm plans. It is believed that this type of educational procedure will enable farm operators to more clearly understand the program and will result in greater co-operation. This work can be performed after the general educational meetings.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

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U. S. Department of Agriculture

PROCEDURE FOR NOTIFICATION AS TO FARM ACREAGE ALLOTMENTS, YIELDS, PRODUCTIVITY INDEXES, AND CARRYING CAPACITY OF NON-CROP PASTURE LAND, AND FOR THE CONSIDERATION OF APPEALS IN CONNECTION WITH THE 1939 AGRICULTURAL CONSERVATION PROGRAM.

PART I. --PROCEDURE FOR NOTIFICATION AS TO FARM ACREAGE ALLOTMENTS, YIELDS, AND PRODUCTIVITY INDEXES.

Producers shall be notified of acreage allotments, yields, and productivity index, where applicable, for the farm on Form WR-313A, ("Notification of Farm Acreage Allotments, Normal Yields, and Productivity Indexes") or on Form WR-313B ("Notice of 1938 Farm Acreage Allotments, and Normal Yields"), whichever is applicable. Form WR-313A will be used in the A area, and Form WR-313B will be used in the B area.

A sufficient number of copies of Forms WR-313A or WR-313B shall be filled out so that one notice may be forwarded to each person who has an interest in the crops on the farm, and one be retained in the county office. The original WR-313A or WR-313B shall be forwarded to the operator on the farm, and a copy shall be sent to each other person who will have an interest in the crops on the farm in 1939.

The wheat, potato, and cotton acreage allotments and normal yields, if any, will be included on WR-313A or WR-313B, even though notice of such allotments and yields may previously have been furnished. This notification, however, will not extend the 15-day time limit for filing an appeal in connection with such special allotments and yields.

The usual acreage of wheat for a non-wheat-allotment farm in Wheat Region II will be entered in one of the blank lines on the form. The space for the entry for the carrying capacity of non-crop pasture land should not be filled out in counties where flat rates have been established for grazing capacity on non-crop pasture land.

Care should be taken to see that the date entered in the appropriate space is the date when such WR-313A or WR-313B will be mailed, and that the information entered on the Form WR-313A or WR-313B agrees with the data on the listing sheets.

PART II.--APPEAL PROCEDURE

A. GENERAL PROVISIONS

Sec. 1. Who May Appeal. -- An appeal may be made by any person who has an interest as landlord, ranch operator, tenant, or sharecropper in a farm or ranch with respect to which one or more of the recommendations or determinations set forth in section 2 hereof are made.

Sec. 2. Matters Which May Be Appealed. -- An appeal may be made from the recommendation or determination of the county committee with respect to any of the following:

- (a) eligibility to file an application for payment;
- (b) any soil-depleting acreage allotment, usual acreage, soil-building goal, restoration-land acreage, normal yield, productivity index, or grazing capacity;
- (c) the division of payment; or
- (d) any other matter affecting the right to, or the amount of, any payment with respect to the farm or ranch.

Sec. 3. To Whom Appeal Made. -- An appeal must be made in the first instance to the county committee. If the appellant is not satisfied with the decision of the county committee, he may appeal to the State committee. If the appellant is not satisfied with the decision of the State committee, he may request the Director of the Western Division of the Agricultural Adjustment Administration, Washington, D.C., to review the decision of the State committee.

Sec. 4. Time and Manner of Filing Appeal. -- Appeals to the county and State committees and requests for review to the Director of the Western Division must be in writing, and must be signed by the person making the appeal or his authorized agent. Each appeal must contain or be accompanied by a written statement, in duplicate, containing such information as the appellant believes to be pertinent to the case. An appeal to the county committee must be filed with such committee within 15 days after notice of the recommendation or determination appealed from is mailed to, or is otherwise made available to, the appellant. An appeal to the State committee must be filed with such committee within 15 days after the decision of the county committee from which the appeal is taken is mailed to, or is otherwise made available to, the appellant. A request for review by the Director of the Western Division must be filed with the director within 15 days after the decision of the State committee is mailed to, or is otherwise made available to, the appellant.

Sec. 5. Right of Appellant to Appear. -- Any person filing an appeal may appear in person or by representative before the county committee or the State committee, at the time his appeal is considered, provided he so requests in writing at the time of filing his appeal.

Sec. 6. New Evidence. -- Any new evidence of a material nature presented by the appellant in any case after the decision of the county committee and prior to a decision by the Director of the Western Division will necessitate the return of the appeal for reconsideration and decision (within corresponding time limits) by the committee/s which had previously rendered a decision thereon.

Sec. 7. Basis for Making Decisions. -- All appeals to the county or State committees and all requests for review to the Director of the Western Division shall be decided in accordance with the applicable regulations and instructions.

B. COUNTY COMMITTEE PROCEDURE

Sec. 8. Date and Place of Hearing. -- The county committee shall fix a date and place for the consideration of each appeal filed with the committee, and where the appellant has requested the right to appear, shall give the appellant at least 3 - days' written notice of such date and place.

Sec. 9. Hearing, Investigations, and Record. -- In connection with each appeal, the county committee shall hold the hearing at the time and place fixed and shall make such investigations as are necessary for a proper reconsideration of its original determination. The committee shall prepare as complete a record of the proceeding as is feasible.

Original data for all farms for which an appeal was filed will be relisted on applicable listing sheets. Such listing sheets will be marked "Appeal Cases." Entries for farms for which acreage allotments, productivity indexes, yields, or carrying capacities are revised will be corrected by striking through the affected entries on the "Appeal" listing sheet and entering the correct entry in the line above the stricken entry.

Determinations by the county committee with respect to appeals shall be made on the basis of individual merit, and any upward adjustments in allotments, etc., should be forwarded to the State office. In considering appeals with respect to soil-depleting acreage allotments, restoration land, yields, productivity indexes, or carrying capacities the county committee shall, in each case, retrace the steps set forth in instructions with respect to the establishment of such data.

When the investigation of an appellant's claim includes a visit to the farm, the person representing the county committee will endeavor to interview the appellant.

The county committee will approve appeals only in those cases where the examination of the data shows error in:

1. Data used;

2. Committee determinations as made in accordance with the procedure outlined in the appropriate instructions;
3. Application of the official procedure outlined in the appropriate instructions.

Sec. 10. Copies of Decision. -- Within 15 days after receipt of an appeal the county committee shall mail to the appellant and to the State committee a copy of its decision upon said appeal. The notice to the appellant shall set forth a description of the applicable procedure relating to the determination and the reasons for approval or disapproval of the appeal, and that, if the appellant is not satisfied with the decision of the county committee, he may appeal to the State committee within 15 days. The county committee will then forward to the State office the listing sheets marked "Appeal Cases", together with its recommendations in each case and the reasons therefor. After the county committee recommendations on such appeals have been passed upon by the State committee, WR-313A or WR-313B, marked "Revised", shall be mailed by the county committee to each appellant whose acreage allotment, yield, productivity index, or carrying capacity has been revised and such revision approved by the State committee. Where an appeal is made to the State committee from such decision, the county committee, upon the request of the State committee, shall forward to the State committee the record in the case and shall render such assistance in connection with the further proceedings in the case as the State committee may request.

C. STATE COMMITTEE PROCEDURE

Sec. 11. - State Committee Reviews and Decisions. -- The State Committee will review all cases on the appeals-case listing sheets, and render a decision within 30 days after the receipt of the appeals.

Sec. 12. -- Designation and Duties of Appeals Clerk. The State committee shall designate a competent person in the State office as appeals clerk to assist in the handling of appeal cases. The duties of the Appeals Clerk shall be:

1. To receive appeal cases and keep a complete record of the same.
2. To fix a date and place for the consideration of each appeal, and where the appellant has requested the right to appear, to give such appellant and the county committee concerned at least 5-days' written notice of the date and place.
3. To request the county committee concerned to furnish the record in each case and any other assistance in connection with the proceedings in the case as may be necessary.
4. To prepare a report on each case and present the case in

detail to the State committee at the time and place fixed for the hearing of the case.

5. To mail, within 30 days after the receipt of the appeal by the State committee, a copy of the decision of the State committee to the appellant and to the county committee concerned.
6. Where an appeal is made to the Director of the Western Division from such decision, to forward to the Director, upon his request, the complete original appeal record (including a transcript of the testimony, if any); and, upon receipt of a decision, in triplicate, from the Director of the Western Division, to mail one copy to the appellant, to mail one copy to the county committee concerned, and to file one copy in the State office.

D. PROCEDURE BY DIRECTOR OF THE WESTERN DIVISION

Sec. 13 Decision of Regional Director. -- Upon receipt of a request for review of a decision of the State committee, the Director of the Western Division shall obtain from the State committee the original record in the case, and shall review the entire case, making such investigations as he deems necessary, and make his decision thereon. His decision will be prepared in quadruplicate, and three copies thereof will be mailed to the State committee, and the fourth copy will be held in the files of the Western Division in Washington, D. C.

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Issued February 25, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

INSTRUCTIONS FOR DETERMINING 1939 FARM CORN ACREAGE ALLOTMENTS
AND NORMAL YIELDS

Introduction

In accordance with the regulations for determining farm acreage allotments of corn for 1939, entitled "Regulations Governing the Determination of 1939 Farm Corn Acreage Allotments under Title III of the Agricultural Adjustment Act of 1938, as Amended," farm acreage allotments and normal yields of corn, subject to the approval of the State committee, shall be determined by the county committees with the assistance of other local committees in the counties in accordance with the instructions set forth hereinafter.

The applicable provisions of the act in section 329, paragraph (b) provide that

"The acreage allotment to the county for corn shall be apportioned by the Secretary, through the local committees, among the farms within the county on the basis of tillable acreage, crop-rotation practices, type of soil, and topography."

Section I Determination of farm corn acreage allotments for 1939.
The county committee, with the assistance of other local committees in the county and subject to the approval of the State committee, shall determine farm acreage allotments of corn for farms in the commercial corn-producing area for the calendar year 1939 on the basis of tillable acreage, crop rotation practices, type of soil, and topography of the farm land as follows:

(a) Determination of corn areas within a county. In counties in which the county committee, with the approval of the State committee, determines that there exist two or more distinct types of land with respect to adaptation to the production of corn, area determinations will be made. Land best adapted to the production of corn because of soil types or distinguishing characteristics, such as overflow or river bottom land, will be designated as Area "A". Land less adapted to the production of corn, such as uplands, will be designated as Area "B". Counties in which no distinct difference exists with respect to soil types or topographical characteristics will not have area determinations.

(b) Determination with respect to tillable acreage and crop rotation practices. As a basis for giving consideration to tillable acres and crop rotation practices in the apportionment of the county

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corn acreage allotment to farms, the county committee shall first determine for each farm the usual acreage of corn. This acreage shall be the average acreage of corn planted (plus the acreage determined by the county committee to have been diverted from the production of corn under the agricultural conservation programs) during the years 1936 and 1937. If the county committee finds that the acreage planted to corn in such years, 1936 and 1937, (1) was abnormally low due to extreme drought or flood or to part of the 1939 cropland being previously devoted to other than cropland uses; (2) is not typical of the farm for 1939 due to a change in the customary crop rotation practices; (3) is not typical because a part of the cropland on the farm was devoted to the production of sweet corn for canning under contract for 1936 or 1937, or both, and is not under similar contract for 1939; (4) was abnormally high due to failure of soil-conserving crops; (5) was abnormally high because a part of the 1939 noncropland was previously devoted to cropland uses; (6) was abnormally high because a part of the cropland on the farm is under contract for the production of sweet corn for canning or popcorn for 1939 and was not under similar contract in 1936, or 1937, or both; or (7) was abnormally high because an unusually large acreage was planted to corn in 1936 or 1937 due to winter killed wheat acreage, then the usual acreage of corn for the farm shall be determined by the county committee so that it is comparable with the usual acreage of other farms in the community which are similar with respect to tillable acres, type of soil, crop rotation practices and topography within the limits expressed in the next paragraph.

An indicated usual acreage of corn for the farm shall be obtained by applying to the cropland acreage for the farm a county factor determined by dividing the county average acreage of corn planted in 1936 and 1937 by the total cropland for the county. The usual acreage of corn for any farm shall be between this indicated usual acreage and the average acreage of corn on the farm in 1936 and 1937. In the event that the 1936 and 1937 corn history cannot be obtained for the farm the usual acreage shall be the indicated usual acreage of corn for the farm.

In counties having area determinations, the factor for deriving the indicated usual acreage shall be based upon the area total average acreage of corn planted in 1936 and 1937 divided by the area total cropland. A separate factor shall be used for each area in the county.

(c) Determinations with respect to type of soil and topography. As a basis for giving consideration to types of soil and topography in the apportionment of the county corn acreage allotment to farms, the county committee shall determine for each farm the indicated corn acreage which shall represent the acreage of corn that should be planted in the light of good soil management for the particular types of soil comprising the farm and the credibility as related to the topography of the farm land. Such indicated acreage shall be given equal weight with the usual acreage of corn for the farm in the determination of the farm corn acreage allotment.

(d) Adjustment to county acreage allotment. The farm averages of the usual acreage of corn, determined under paragraph

(b) of this section, and the indicated corn acreage, determined under paragraph (c), adjusted pro rata to equal the county acreage allotment, shall be the farm acreage allotments, except that if the committees determine that the allotment so derived does not represent the corn acreage which the farm might reasonably be expected to utilize in 1939, the committees shall recommend a corn acreage for the farm which shall not be greater than the allotment established by the procedure.

Sec. 2 Determination of individual farm corn yields.

Individual farm yields for corn shall be determined on the basis of the historical record for the farm for the period 1929-1938, inclusive, or, where accurate corn yield records are not available, the farm yield will be determined by appraisal. Individual farm corn yields shall be weighted by the individual corn acreage allotments and adjusted to meet the county corn yield. This adjustment will be made on a minor civil division basis in the following manner:

The individual farm yield for corn is determined on the basis of the historical record for the farm for the period 1929-1938, inclusive, or where accurate corn yield records are not available, the farm yield will be determined by appraisal. Individual farm corn yields weighted by the individual farm corn allotments are factored to the county average corn yield on a township basis. This is done by applying to the established yields for each farm a factor derived as follows:

- (1) Multiply the yield established for each minor civil division by the minor civil division total of the corn acreage allotments established for the farm in each respective minor civil division.
- (2) Add the minor civil division extensions obtained by multiplying each individual corn acreage allotment by the yield established for the farm.
- (3) Divide the result in (1) for each minor civil division by the result in (2) for each respective minor civil division and round to four decimal places.

Sec. 3 Miscellaneous provisions applicable to farm corn acreage allotments and yields. (a) Opportunity to furnish data. Any person owning or operating a farm in a commercial corn-producing county may submit to the county committee any information or data which is relevant to the factors to be taken into consideration by the county committee in determining the farm corn acreage allotment and yield.

(b) Appeals. Any person who is dissatisfied with the determination of the county committee with respect to the corn acreage allotment and/or yield for any farm in which he has an interest may, within 15 days after notice of such allotment is forwarded to or available to him, appeal from such determination by following the procedure governing appeals under the 1939 Agricultural Conservation Program as set forth in WRB-39-3.

Issued October 22, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

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1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

Consideration of Changes in Community Boundaries
and Filing of Form ACP-80 ("Community Boundaries")

Inasmuch as community election meetings for the 1939 organization of the County Agricultural Conservation Associations in the Western Region will be held some time prior to December 17, 1938, it is necessary for the State Agricultural Conservation Committees to recommend any contemplated changes in the community boundaries for any county well in advance of the community elections in the State.

The regulations governing the designation of local administrative areas in a county are contained in Section 41 of Form ACP-71 ("Articles of Association") as amended July 28, 1938. Under these articles, each county is divided into communities, which are determined either on the basis of the minor civil divisions in the county, or, on recommendation of the county and State Committees, on the basis of the number of bona-fide farming areas in a civil division or any part thereof.

In most counties the county and State Committees will want to leave the boundaries of the communities the same in 1939 as in 1938. State Committees should, however, request a readjustment of community boundaries in any county within the State where it is believed that the number of communities should be increased so as to provide a more equitable representation in the election of county officers. Such readjustment will, of course, not be necessary in most counties. There may, however, be some counties where it appears to the State Committee that the number of community committees in the county should be revised. Such cases may have been brought to the attention of the State Committee in the current year, or may come to the attention of the State Committee at the time Forms ACP-80 are filed in the State Office.

County Agricultural Conservation Committees should be requested by the State Office to transmit, prior to November 15, 1938, the original and the first copy of Form ACP-80 ("Community Boundaries"), which should be prepared in triplicate by the County Office in accordance with the following procedure:

1. Enter in the upper right-hand corner, in the spaces provided therefor, the name of the county and State. Copy on the reverse side of ACP-80, or on an attached sheet, a map of the county with the proposed communities distinctly outlined. A printed, or otherwise previously prepared, map may be used. Name, letter, or number each community distinctly on the map.

2. Enter on the front of ACP-80, in column 1, the name, letter, or number of each community as it appears on the map.

3. Enter in column 2 the number of farms in the community.

4. Enter in column 3 the total number of work sheets filed in the community under the Agricultural Conservation Program, including those filed during the current year.

5. Enter in column 4 the estimated number of Applications for Payment for the community for 1938.

6. The chairman and secretary of the County Committee will sign Form ACP-80 in the spaces provided for their signatures. The original and the clearest carbon copy of this form should be transmitted to the State Agricultural Conservation Office, so as to reach the State Office not later than November 15, 1938, because the community elections must be held prior to December 17, 1938, on a date to be announced by the State Committee. No community election meetings can be held until the State Committee notifies the County Committee that Form ACP-80 has been approved and accepted.

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Issued October 22, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

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Elections of Community Committeemen and Delegates to County Conventions, and Organization of County Agricultural Conservation Associations for the Calendar Year 1939.

Elections of community committeemen and delegates to the county convention which will elect members of the County Agricultural Conservation Committee to serve in 1939, will be held on a day to be determined in each State by the State Agricultural Conservation Committee. The State Agricultural Conservation Committee is charged with the duty of supervising these elections in the State.

Organization of the County Agricultural Conservation Associations must be completed by December 31, 1938, and county and community committeemen elected for the 1939 calendar year must be ready to take office not later than January 1, 1939.

Under the provisions of the Agricultural Adjustment Act of 1938 as amended, the county committees will be chosen at a county convention of delegates elected for this purpose. It is, therefore, essential that the community elections will have been completed not later than December 17, 1938, and that the county convention of delegates elected to choose the county officers of the association for the year 1939 will have been held prior to December 27, 1938.

The regulations governing the community elections for 1939 are contained in Form ACP-71 ("Articles of Association of County Agricultural Conservation Associations", as amended July 28, 1938) and the instructions to county and community committees are contained in WRB-39-2.

A meeting of the State Committee should be called as soon as practicable to take the necessary action with respect to the following:

(1). Consideration of possible changes in the designation of local administrative areas or communities in counties within the State. (NOTE: See WRB-39-101. It may become necessary to hold a second State Committee meeting for consideration and designation of possible changes in community boundaries. Such a second meeting, if necessary, should be held well in advance of the community election date.)

(2). Designation of the date for holding community election meetings in the State.

(3). Designation of the date for holding the county conventions of delegates in the respective counties of the State.

(4). Issuance of county committee instructions supplementary to those contained in Form ACP-71 and WRB-39-2 which may be considered necessary by the State Committee.

(5). Issuance of instructions to county committees and secretaries of the county associations with respect to issuing public notice regarding the date and place of holding the election of community committeemen and delegates in the community.

(6). Publicizing of the community election and county convention dates for the State should also be considered and appropriate action taken.

(7). Upon receipt of the notifications of the community elections and following the elections of county committees by the delegates elected to represent the respective communities in the county convention, the State Committee shall meet to approve or reject for correction and further explanation the election forms submitted by the county associations.

The State Office shall forward to the Western Division, Agricultural Adjustment Administration, Washington, D. C., a copy of Forms ACP-80, ACP-81, ACP-82, and the Minutes of the County Convention for each county.

The State Office shall also revise, immediately after the elections, the file containing the names of county and community committeemen, and send such corrected list to the Western Division, Agricultural Adjustment Administration, Washington, D. C.; and also, at the same time, the stencils containing the State office mailing list of county and community committeemen should be revised so that the new committeemen's mailing list is available promptly after January 1, 1939.

Issued August 29, 1939

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PROCEDURE
for the
EXAMINATION OF FORM WR-310A

- I. The procedure in WRP-39-106 Area A is hereby revised as follows:
 - A. Paragraph C, 2, page 4.
 1. The second item in the third column which reads "Column (d) by 2¢" shall be changed to "Column (d) by \$0.018".
 2. The sixth item in the third column which reads "The same column by \$0.001" shall be changed to "The same column by \$0.0009".
 - B. Paragraph C, 5, page 7.
 1. The second item in the third column which reads "Column (d) by 4¢" shall be changed to read "Column (d) by \$0.036".
 2. The sixth item in the third column which reads "The same column by \$0.008" shall be changed to read "The same column by \$0.0072".
- II. Correction of forms WR-310A on which computations have been completed prior to receipt of the revised rates in section I above.

The reduction in the payments or deductions resulting from the changes in rates, as outlined in paragraphs A and B above, may be made in the following manner on all forms WR-310A completed prior to the receipt of this supplement.

A. Cotton or rice.

The payments or deductions with respect to cotton or rice may be reduced as follows:

1. Draw a line through the entry in Table VII, column (b) or (c) on the line on which "Cotton" or "Rice" appears in column (a) and enter in lieu thereof the amount which represents 90% of the original entry.

B. General

Redetermine the payment and deduction for general crops in column (h) of Table II on the basis of the revised county rates for general crops. Draw a line through the original amounts and enter the corrected amounts in lieu thereof. Also correct the entry on line 7, column (b) or (c), Table VII.

- C. All other entries in Table VII affected by the changes in the payment or deduction for cotton, rice, and general crops must be corrected.

N. E. Dodd

Director, Western Division.

Issued August 29, 1939

SEP 14 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PROCEDURE
for the
EXAMINATION OF FORM WR-310B

- I. The procedure in WRP-39-106 Area B is hereby revised as follows:
 - A. Paragraph C, 1, page 3.

The second item in the third column which reads "Column (d) by 2¢" shall be changed to "Column (d) by \$0.018".
 - B. Paragraph C, 4, page 5.

The second item in the third column which reads "Column (d) by 4¢" shall be changed to "Column (d) by \$0.036".
- II. Correction of Forms WR-310B on which computations have been completed prior to receipt of the revised rates in section I above.

Where all computations on WR-310B have been completed, changes in the payments and deductions may be made in the following manner:

- A. Where no amounts appear on line 9, Table II of WR-310B but an amount has been entered on line 2, column (b), or (c), Table IV, draw a line through such amount on line 2 and enter in lieu thereof the amount which represents 90% of the original entry.
- B. Where an amount appears on line 4, column (d) and on line 6, column (b), Table II of WR-310B, redetermine the cotton payment, the gross deduction for cotton, if any, and all deductions on line 9 on the basis of the rates in paragraph A and B Section I above. Draw a line through the original amounts and enter the corrected amounts in lieu thereof. Also correct the entries in columns (b) and (c), Table IV.
- C. Where no amount appears on line 4, column (d), Table II, but an amount does appear on line 9, in one or more of columns (c), (e), and (f), multiply the entry, if any, on line 2, column (c), Table IV by 90% and enter the result in lieu of the original entry on this line.
- D. All other entries in Table IV, affected by the changes in the payment or deduction for cotton must be corrected.

J. E. Todd
Director, Western Division.

Issued August 7, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PROCEDURE
for the Examination of
FORM WR-312, APPLICATION FOR PAYMENT, MULTIPLE FARMS
and Related Forms

EXAMINATION UNIT

- A. Form WR-312 will be received from the county office in quadruplicate. After the necessary data have been entered by the State office, the original of each approved application will be scheduled for payment and forwarded to the Preaudit Office and the copies will be kept in the State office files until Form ACP-22 covering the transmittal of Form WR-312 to the Preaudit Office has been returned to the State office, at which time the county office and producer's copies shall be returned to the county office. It is important that these copies be returned immediately upon receipt of Form ACP-22 since the producer's copy will be delivered to him with his check, therefore eliminating the necessity of preparing Form ACP-85, Revised, for such producer.
1. The State and county code and application serial number should have been entered in the space provided in the upper right-hand corner. Where the entries have not been made the examining clerk can make such entries provided the form can be properly identified; i.e., if the entry appears in the upper right-hand corner of the related Form WR-312A or WR-312B.
 2. Section II
 - a. Column (a) - Computation Sheet Number. The examining clerk shall determine that Forms WR-312A or WR-312B covering all computation sheets listed in column (a) are attached.
 - b. Column (b) - Deduction. The entry made opposite each Computation Sheet number should agree with the entry made on the related Form WR-310A, Table VII, Column (f), line 12 under the name of the applicant or Form WR-310B, Table IV, Column (f), line 8. Where the entry does not agree, the entry shall be corrected.

- c. Column (c) - Increased Payment. The entry made opposite each Computation Sheet number should agree with the entry made on the related Form WR-310A, Table VII, Column (e), line 14 or on Form WR-310B, Table IV, Column (e), line 10 under the name of the applicant. Where the entry does not agree, the entry shall be corrected.
 - d. Columns (e) and (g) - Assignments. If an amount has been entered in Column (e) or the name of the assignee has been entered in Column (g) opposite the Computation Sheet number for any farm, an entry must have been made on the same line in the other of such columns.
 - e. Column (h) - Address of Assignee. Where the name of an assignee has been entered in Column (g) on any line, the address of such assignee must have been entered in Column (h) on the same line.
 - f. Lines 4, 5, and 6.
 - (1) Where a deduction for grant of aid has been reported in Column (b), determine that the amount reported is the sum of the entries made for the applicant on line 12, Column (b) under Table IV of all Forms WR-310B and the entry on line 13, Column (c) under Table IV where the applicant's name appears on line 11, Column (a) under Table IV. Wherever the amount includes the outstanding deduction on line 13, Column (c), a memorandum to the review clerk should be attached, setting forth the amount of the outstanding deduction included in the deduction for grant of aid.
 - (2) Where an advance for crop insurance premium or indebtedness to the United States has been reported, the entries will be checked against the register of indebtedness to determine that the proper entries have been made.
 - (3) Any entry made in the county office on lines 4, 5, and 6 may be corrected in the State office if such entry is incorrect.
3. Section III - Location of Other Farms, Ranching Units or Turpentine Places with Respect to which Applicant will apply for Payment. Determine that the word "Yes" or "No" has been entered in the space provided for each item. Because of the \$10,000 payment limitation, Form WR-312 and related forms will not be forwarded to the Computation Unit if certain entries appear in Section III. Instead, the application will be sent to the Payment Limitation Unit to be handled in accordance with the procedure in WRP-39-114, whenever --

- a. The applicant is an individual, partnership, or estate and the word "Yes" appears in either item 1 or item 2, Section III.
 - (1) Item 3 is not applicable where the applicant is an individual, partnership, or estate; therefore, the word "Yes" in item 3 on a WR-312 signed by any such applicant will be disregarded.
- b. The applicant is a person other than an individual, partnership, or estate and the word "Yes" appears in either item 1, 2 or 3 in Section III.

Signature of Applicant. The signature of the applicant must have been entered in the spaces provided in Section III. The signature must agree with the name of the applicant entered on line 7 of Section II and must conform with the requirements in WRP-39-105.

B. Form WR-312A

1. The State and county code and application serial number entered in the upper right-hand corner of the form must agree with the State and county code and serial number entered on the related Form WR-312. Where the entries have not been made the examining clerk may make such entries provided the form can be properly identified.
2. Each set of Tables I, II, III, and IV is to be examined in accordance with the procedure provided for examining Form WR-311A, Sections II, III, IV, and V in WRP-107 (Area A), paragraph A. Reference to Sections II, III, IV, and V in WRP-107 shall be construed to mean Tables I, II, III, and IV for purposes of examining Form WR-312A.

C. Form WR-312B

1. The State and county code and application serial number entered in the upper right-hand corner must agree with the State and county code and serial number entered on the related Form WR-312. Where the entries have not been made the examining clerk may make such entries provided the form can be properly identified.
2. Each set of Tables I, II, and III are to be examined in accordance with the procedure provided for examining Form WR-311B, Sections II, III, and IV in WRP-107 (Area B), paragraph A. Reference to Sections II, III, and IV in WRP-107 shall be construed to mean Tables I, II, and III for purposes of examining Form WR-312B.

COMPUTATION UNIT

A. Section II - Summary of Payments and Deductions

1. Column (b) - Deductions. Enter on line 1 the sum of the entries made in this column.
2. Column (c) - Increased Payment. Enter on line 1 the sum of the entries made in this column. Where the entry so made is in excess of \$10,000, the application shall be suspended to the Payment Limitation Unit, unless an entry is made on line 2, Column (c).
3. Line 2 - Column (c). Enter the remainder obtained by subtracting line 1, Column (b) from line 1, Column (c). Make no entry if no deductions are shown in Column (b). Where the entry exceeds \$10,000, suspend the application to the Payment Limitation Unit.
4. Line 3.
 - a. In the space provided enter the rate of deduction for county association expenses.
 - b. In Column (c) enter the result obtained by multiplying the entry on line 2 Column (c) in line 1, Column (c) if no deductions were reported in Column (b) by the percentage determined by subtracting the administrative expense rate from 100 percent.
5. Where no grant of aid, advance for payment of Crop Insurance Premium, assignments, or AAA-372 has been reported in Section II and the applicant is not indebted to the United States, proceed as follows:
 - a. Enter on line 7, Column (i) the payment reported on line 3, Column (c).
 - b. Make no further entries on Form WR-312.
6. Where (1) an indebtedness to the United States, (2) Crop Insurance Advance or (3) AAA-372 have been reported on lines 4, 5, and 6, the application will be suspended to the adjustment clerk to be handled in accordance with established procedure.
7. Where none of the items in 6 above are reported but a grant of aid and/or assignments have been reported, proceed as follows:
 - (a) Enter in Column (i) on the line on which the grant of aid is reported the entry in Column (b) on such line or the entry in line 3, Column (c), whichever is the smaller.

- (b) Enter in Column (d) on each line showing an assignment, the result determined by multiplying the entry in Column (c) on such line by the percentage determined by subtracting the association expense rate on line 3 from 100 percent.
- (c) Enter in Column (f) the smaller of Columns (d) and (e).
- (d) Enter on line 1, Column (f) the total of the entries in Column (f).
- (e) Enter below Column (f) on line 2 the remainder determined by subtracting the entry obtained in (a) above from the entry on line 3, Column (c).
- (f) If the entry on line 1, Column (f) is less than the entry on line 2 under Column (f), transfer the entries in Column (f) except the entry on line 1 to Column (i) on the same lines.
- (g) If the entry on line 1, Column (f) is greater than the entry on line 2 under Column (f), divide the entry on line 2 under Column (f) by the entry on line 1, Column (f) and enter the resulting factor (carried to four decimal places) in the heading of Column (i).
- (1) Obtain the entries for Column (i) for all assignments by multiplying the entries in Column (f) by the factor in the heading of Column (i). The sum of the amounts thus prorated to the assignees must equal the entry on line 2 under column (f), and any adjustment because of the rule of fractions shall be made in the last entry determined.
- (h) Enter on line 7, Column (i) the remainder determined by subtracting the sum of the entries in Column (i) from the entry on line 3, Column (c). If the result is a zero enter an "0".

REVIEW

The review clerk shall check the work performed by the Computation Unit, and when a memorandum has been attached to the application setting forth the amount of outstanding deduction for grant of aid included in the amount of deduction entered for the grant of aid in Column (b) on line 4, 5 or 6 the review clerk shall compare the entries for grant of aid in Column (b) and Column (i) on the same line, and where the deduction of the whole or part of the outstanding deduction has been made, the review clerk shall correct the register of indebtedness to show that all or part of the outstanding deduction has been deducted from the applicant's payment.

M. E. Dodd

Director, Western Division.



Issued August 14, 1939

SEP 14 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

Preparation and Distribution of
VOUCHER FORMS
ACP-104, ACP-105, and ACP-22

SCHEDULING AND VOUCHER UNIT

Forms WR-311A, WR-311B, WR-311 Thomas County, WR-312 and WR-319 shall be scheduled for payment on Forms ACP-104, ACP-105, and ACP-22. The procedure outlined herein is applicable where an amount is approved on the application for the applicant/s, assignee/s or grant of aid deduction. If all or part of the payment has been deducted because the applicant is indebted to the United States, refer to the set-off procedure for the method of preparing the voucher forms.

I. PREPARATION OF ACP-104

Upon receipt of a lot of approved applications for payment, prepare form ACP-104 in quintuple for such lot, as follows:

- A. Enter "1939" in the upper right-hand corner, preceding the words "Agricultural Conservation Payments".
- B. In the spaces provided enter the names of the State and county from which the applications were submitted, the administrative number (which is the State and county and lot number), the sheet number, and the total number of sheets.
- C. Enter the rate of deduction for county association expense. This rate may be obtained from the applicable line of any application in the lot as follows:
 1. Line 2, section VII of WR-311A
 2. Line 2, section VI of WR-311B
 3. Line 2, section VI of WR-311 Thomas County
 4. Line 3, section II of WR-312
 5. Line 8, section III of WR-319.

D. Column (a)

Enter the serial number of the application being scheduled. A serial number must be shown for each payee (applicant or assignee) even though this necessitates repeating the number.

E. Column (c)

Make no entries.

F. Columns (b), (c), and (d) -- forms WR-311A, WR-311 Thomas County, and WR-319, and forms WR-311B and WR-312 except (in Oregon and Washington only) applications showing deductions for grants of aid.

1. Entire payment to applicant.

a. WR-311A, WR-311B, or WR-311 Thomas County

Where no entries appear on lines 3, 4, and 5, column (c) in the "Payment Data" section of the application --

- (1) Enter in column (b), the name and address of the applicant appearing on line 6 in the "Payment Data" section of the WR-311.
- (2) Make no entry in column (c).
- (3) Enter in column (d) the amount on line 6, column (c) in the "Payment Data" section of the WR-311.

b. WR-312

Where the only payment approved in column (i) of WR-312 is the payment for the applicant on line 7, such payment shall be scheduled on ACP-104 as follows:

- (1) Enter in column (b) the name and address of the applicant appearing on line 7 of WR-312.
- (2) Make no entry in column (c).
- (3) Enter in column (d) the amount on line 7, column (i).

c. WR-319

Where no payments are approved for assignees in section III of WR-319, payment for each applicant shall be scheduled on ACP-104 as follows:

- (1) Enter in column (b) the name and address of the applicant appearing on line 2, section III, WR-319.

- (2) Make no entry in column (c).
- (3) Enter in column (d) the amount on line 3, section III of WR-319 in the same column with the applicant's name and address.

2. Payments for assignee and applicant

a. WR-311A, WR-311B or WR-311 Thomas County.

Where an amount has been entered for an assignee on line 3, 4, or 5, column (c) of the "Payment Data" section of the WR-311 but no other entries appear on these lines, and an amount has been entered on line 6, column (c) -

- (1) Schedule the applicant's payment in accordance with paragraph 1, a, above.
- (2) On the next line schedule the assignee's payment as follows:
 - (a) Column (b). If the assignee is not an agency of the Federal Government, enter such assignee's name, followed by the word "Assignee", and address. If the assignee is an agency of the Federal Government, enter the words "Treas. of the U. S., c/o" and the name and address of the agency involved; but do not enter the word "assignee."
 - (b) Enter the applicant's name in column (c).
 - (c) Enter in column (d) the amount approved for the assignee and entered opposite the assignee's name and address in column (c) of the "Payment Data" section of the application.

b. WR-312

Where the only payments approved in column (i) of WR-312 appear on line 7 and opposite the name/s of assignee/s -

- (1) Schedule the applicant's payment in accordance with paragraph 1, b, above.
- (2) Schedule each assignee's payment as follows:
 - (a) Enter the assignee's name and address in column (b) in accordance with paragraph 2, a, (2), (a) above.
 - (b) Enter the applicant's name in column (c).
 - (c) Enter in column (d) the amount in column (i) of WR-312 on the same line with the assignee's name.

c. WR-319

Where payments are approved for the applicant/s and assignee/s only, such payments shall be scheduled as follows:

- (1) Schedule each applicant's payment in accordance with paragraph 1, c, above.
- (2) Immediately below the applicant's payment, schedule in the following manner, the payment for the assignee whose assignment is reported in the same column in section III of WR-319.
 - (a) Enter the assignee's name and address in column (b) in accordance with paragraph 2, a, (2), (a) above.
 - (b) Enter the applicant's name in column (c).
 - (c) Enter in column (d) the amount approved for the assignee and entered in the space provided in section III of WR-319 in the same column with the names of the applicant and assignee.

3. Entire payment to assignee

a. WR-311A, WR-311B, or WR-311 Thomas County

Where a payment has been approved for an assignee on line 3, 4, or 5, of the "Payment Data" section of the application but no other entries appear on any of these lines and an "0" has been entered on line 6 -

- (1) Schedule the payment for the assignee in accordance with paragraph 2, a, (2), above.
- (2) Do not schedule a payment for the applicant.

b. WR-312

Where a payment has been approved for one or more assignees but no other payments have been approved in column (i) of WR-312 and an "0" appears on line 7 -

- (1) Schedule the payment for each assignee in accordance with paragraph 2, b, (2) above.
- (2) Do not schedule a payment for the applicant.

c. WR-319

When an amount has been approved in section III of WR-319 for an

assignee and an "0" appears in the same column on line 3 -

- (1) Schedule the payment for the assignee in accordance with paragraph 2, c, (2) above.
- (2) Do not schedule a payment for the applicant whose entire payment is being scheduled for the assignee.

G. Applicable in Oregon and Washington only. Columns (b), (c), and (d) -- forms WR-311B and WR-312 showing deductions for grants of aid.

1. Entire payment deducted for grant of aid.

a. WR-311B

Where an amount appears on line 3, 4, or 5, column (c), section VI of WR-311B on the same line with the notation "grant of aid" in column (a) and no payment has been approved for the applicant or assignee -

- (1) Enter the applicant's name and address in column (b).
- (2) Make no entry in column (c).
- (3) Enter an "0" in column (d).
- (4) Do not schedule the grant of aid deduction.
- (5) Do not schedule an amount for an assignee.

b. WR-312

Where an amount appears in the space in column (i) opposite the notation "grant of aid" on line 4, 5, or 6, of WR-312, and no amounts (or zeros) appear on all other lines in column (i) -

- (1) Follow the procedure in paragraph a above.

2. Grant of aid deduction and payment to applicant.

a. WR-311B

Where a payment has been approved for the applicant on line 6, column (c), section VI of WR-311B, but no amounts other than the grant of aid deduction appear on line 3, 4, and 5, in column (c) -

- (1) Schedule the applicant's payment in accordance with paragraph F, 1, a, above.
- (2) Do not schedule the grant of aid deduction.

b. WR-312

Where amounts appear on line 7, column (i) and in the space in column (i) opposite the notation "grant of aid" on line 4, 5, or 6, but no payments are approved for assignees -

(1) Schedule the applicant's payment in accordance with paragraph F, 1, b, above.

(2) Do not schedule the grant of aid deduction.

3. Grant of aid deduction and payments for assignee/s and applicant.

a. WR-311B

Where amounts appear in column (c), section VI, WR-311B for a grant of aid, an assignee, and the applicant, but no other payments appear in column (c) -

(1) Schedule the applicant's payment in accordance with paragraph F, 1, a, above.

(2) Schedule the assignee's payment in accordance with paragraph F, 2, a, (2), above.

(3) Do not schedule the grant of aid deduction.

b. WR-312

Where amounts appear in column (i), of WR-312 for a grant of aid, assignee/s, and the applicant, but no other payments appear in column (i) -

(1) Schedule the applicant's payment in accordance with paragraph F, 1, b, above.

(2) Schedule each assignee's payment in accordance with paragraph F, 2, b, (2), above.

(3) Do not schedule the grant of aid deduction.

4. Grant of aid deduction and payment/s to assignee/s. No payment to applicant.

a. WR-311B

Where amounts appear in column (c), section VI, WR-311B for a grant of aid and an assignee, but no other payments appear on lines 3, 4, 5, and 6 in column (c) -

- (1) Schedule the assignee's payment in accordance with paragraph F, 2, a, (2), above.
- (2) Do not schedule an amount for the applicant.
- (3) Do not schedule the grant of aid deduction.

b. WR-312

Where amounts appear in column (i) for assignee/s and a grant of aid, but an "0" appears on line 7 -

- (1) Schedule each assignee's payment in accordance with paragraph F, 2, b, (2), above.
- (2) Do not schedule an amount for the applicant.
- (3) Do not schedule the grant of aid deduction.

H. Verification of ACP-104

The entries on ACP-104 shall be verified by a verbal comparison with the entries on the application for payment.

I. Gross Payment, Association Expense Deduction, and Grant of Aid Deduction.

1. Obtain an adding machine total of the gross payments computed for the applicants, i.e., the sum of the amounts on line 1, column (c), of the "Payment Data" section of WR-311A, WR-311 Thomas County, or WR-311B; the sum of the amounts on line 2, section II of WR-312; the sum of the unencircled entries on line 7, section III of WR-319.
2. Oregon and Washington only. Obtain an adding machine total of the grant of aid deductions entered in column (c), section VI of WR-311B or in column (i), section II of WR-312.
3. Obtain an adding machine total of the payments in column (d) of ACP-104.

a. In all cases where paragraph 2 above is not applicable -

Verify the total of the payments in column (d) of ACP-104 by multiplying the total gross payment by the difference between 100.0% and the county rate of deduction for association expense.

b. In all cases where paragraph 2 above is applicable -

Obtain the sum of the adding machine total determined under paragraph 3 above and that determined under paragraph 2, above, i.e., the sum of all payments in column (d), of ACP-104 and all

grant of aid deductions. Verify this sum by multiplying the total gross payment by the difference between 100.0% and the county rate of deduction for association expense.

The result of either of the above multiplications should not differ from (1) the total of the entries on ACP-104 or (2) the total of the entries on ACP-104 and the grant of aid deductions, whichever is applicable, by an amount greater than one-half cent (\$.005) multiplied by the number of items shown on the adding machine tape for gross payments obtained under 1 above.

4. Enter the total obtained under 3 above in the space provided on the last sheet of ACP-104 for the lot (original and all copies).
5. Enter in the lower left margin of the last sheet of ACP-104 the word "Gross" followed by the total obtained under 1 above (original and all copies).
6. Oregon and Washington only. Where an adding machine total has been made under 2 above, enter such amount, preceded by the words "Grant of Aid" in the lower center margin of the last sheet of ACP-104 (original and all copies).
7. Below the words "checked by" on the last sheet of ACP-104 enter (on the original and all copies) the association expense deduction preceded by the words "Association expense."
 - a. Where no deductions are made for grants of aid, determine the county association expense deduction by subtracting the total in column (d) of ACP-104 from the total gross payment in the lower left margin of ACP-104.
 - b. Where an amount has been entered under 6 above, determine the county association expense deduction by subtracting the sum of the total in column (d) of ACP-104 and the total grant of aid deduction in the lower center margin of ACP-104 from the total gross payment in the lower left margin of ACP-104.

II. PREPARATION OF ACP-105

- A. Upon completion of ACP-104 for the lot, prepare ACP-105 in triplicate as follows:
 1. Enter in the space provided the administrative number shown on ACP-104.
 2. After "Prepared at", enter the names of the city and State in which the State office is located.
 3. After "No. of Applications" enter the number of applications for payment in the lot covered by the ACP-104.

4. After "Persons named on the attached continuation sheet (payees)" enter the name of the first payee shown on the Forms ACP-104 for the lot. If more than one payee is listed on ACP-104, enter the phrase, "et al" after the name entered on ACP-105.
5. The certificate shall be executed as follows:
 - a. Enter in the space provided therefor on the first line of the certification, the numbers of the first and last pages of forms ACP-104 to which the ACP-105 pertains.
 - b. Enter after the dollar sign (\$) on the line following the words "Gross amounts aggregating", the gross payment for all applications scheduled on the forms ACP-104. This amount will be obtained from the lower left-hand margin, following the word "Gross", on the last sheet of ACP-104 for the lot.
 - c. Enter in item (a) on the line preceding the percentage sign (%) the county rate of deduction for association expense shown in the heading of ACP-104. On the same line and immediately following the dollar sign, enter the deduction for county association expense. This entry will be obtained from the lower right-hand margin of the last sheet of ACP-104.
 - d. Enter on the line following the dollar sign (\$) in item (b) the amount following the notation "Grant of aid" in the lower center margin of the last sheet of ACP-104. Where no deductions are made for grants of aid, make no entry in item (b).
 - e. Make no entry in item (c). Where an applicant has received a 1940 crop insurance advance and is, therefore, indebted to the AAA, the entry in item (c) will be made in accordance with the set-off procedure.
 - f. Enter immediately after the dollar sign (\$) on the line following "net payments aggregating" the total of column (d) shown on the last sheet of ACP-104.
6. Enter the title of the certifying officer in the space provided.
7. The accountant should examine the Form ACP-105 and enter his initials thereon immediately below the total for net payments.
8. The certifying officer must sign and date the form in the spaces provided.

III. PREPARATION OF ACP-22

- A. This form shall be used as a schedule of disbursements for the payments covered by forms ACP-104 and ACP-105 and may include one or more forms ACP-105 but should not include more than approximately three hundred

payees. Forms ACP-105 should be listed on ACP-22 in numerical order by administrative voucher number. The form shall be prepared in septuple as follows:

1. Above "Department or Establishment" enter "Agriculture".
2. Above "Bureau or Office" enter "AAA West. Div." followed by the city and State in which the State office is located.
3. Make no entry above "Date paid".
4. On the second line after the word "By" enter "G. F. Allen" followed by the words "Chief Disbursing Officer" and the names of the city and State in which the Regional Disbursing office is located.
5. After "Period" enter the name of the month in which it is expected the vouchers will be paid.
6. After "Symbol Number" enter the symbol number provided by the Regional Disbursing office.
7. Enter the bureau schedule number on the line provided. A separate series of schedule numbers (beginning with 1 and running consecutively) shall be used in connection with Forms ACP-22 covering payments under the 1939 program.
8. After "Date" enter the date on which the schedule is prepared.
9. After "Appropriation or Fund" enter 1202215(21).031 C & UALRDA, 1940 (AAA) (CP)"
10. The first and second columns on the form shall be left blank.
11. In the third column enter the administrative number of the form ACP-105.
12. In the fourth column enter the name of the payee as shown on form ACP-105 after "Persons named on the attached continuation sheet (payees)" and immediately following the name, enter the number of applications covered by the ACP-105.
13. In the fifth column enter the gross amount shown in the certificate on form ACP-105.
14. Entries in the sixth column shall be made as follows:
 - a. If no amount appears in item (b) of ACP-105, enter the amount in item (a) of ACP-105 in the sixth column of ACP-22.
 - b. If an amount has been entered in item (b) of ACP-105 -

- (1) Enter in the sixth column of ACP-22, on the same line with the entries made under 12 and 13 above, the amount in item (a) of ACP-105.
 - (2) Immediately below the association expense deduction, enter the amount in item (b) of ACP-105. Also enter an asterisk to the left of this amount.
15. In the seventh column enter the net amount shown in the certificate of form ACP-105.
 16. The totals of the respective columns (5, 6, and 7) shall be entered in the spaces provided.
 17. In the lower margin of the form enter an asterisk and the words "Grant of aid deduction", where applicable.
 18. The Certifying Officer must sign and enter his title in the spaces provided.
 19. The following notation must be typed or stamped on the third copy of Form ACP-22 "Forward to Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C." This copy must be included in the forms transmitted to the General Accounting Office in accordance with IV, C, below.

IV. DISTRIBUTION OF FORMS ACP-104, ACP-105 AND ACP-22.

- A. Form ACP-104. -- The State office will retain one copy and transmit the original and three copies, together with the applications and related forms, to the General Accounting Office. The General Accounting Office will retain one copy and transmit the original and two copies to the Regional Disbursing Office. The Regional Disbursing Office will retain the original, return one copy with the check numbers listed thereon to the State office, and transmit one copy, with the checks to the Treasurer of the County Agricultural Conservation Association.

1. Copies of forms ACP-104 for Farm Security Administration.

The Regional office of the Farm Security Administration shall be furnished with a copy of each ACP-104 prepared in Kansas, Montana, New Mexico, and North Dakota. The Colorado State office will furnish the Farm Security Administration with a copy of each ACP-104 on which payments for persons in the following counties are scheduled: Baca, Bent, Cheyenne, Crawley, Elbert, El Paso, Huerfano, Kiowa, Kit Carson, Las Animas, Lincoln, Otero, Prowers, and Pueblo. In no event will any copy of ACP-104 be forwarded to the Farm Security Administration until five days after the date on which the State office receives the copy of ACP-104, with the check numbers listed thereon, from the Regional Disbursing office.

Copies of form ACP-104 prepared for any State or county other than those listed above will not be sent to the Farm Security Administration unless the Director of the Western Division authorizes the State office to forward them.

- B. Form ACP-105 -- The State office will retain one copy and transmit the original and one copy to the General Accounting Office. The General Accounting Office will retain the copy and transmit the original to the Regional Disbursing office.
- C. Form ACP-22. -- The State office will retain one copy and transmit the original and five copies to the General Accounting Office. The General Accounting Office will retain one copy, return one copy to the State office and transmit the original and three copies to the Regional Disbursing Office. The Regional Disbursing office will retain the original and one copy, return one copy to the State office and transmit one copy to the Records and Accounts Section.

N. E. Todd

Director, Western Division.